

## SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **SERVICES COORDINATOR**

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Jurisdictional Class: **Competitive**  
Date Adopted: **Nov. 13, 1989**  
Date Revised: **Feb. 25, 1999, 7/31/00 (Spec. Req.)**  
Jurisdictions: **County**  
Union Status: **CSEA**  
Pay Grade:

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**DISTINGUISHING FEATURES OF THE CLASS:** The Services Coordinator administers and supervises the services division of the Department of Social Services. The position is subordinate to Commissioner of Social Services and Deputy Commissioner, and superior to one or more unit supervisors in the division. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Administers services division and social casework policy;  
Supervises services division program activity;  
Coordinates or performs hiring, training, performance evaluation, discipline and other human resources activities in the services division;  
Represents department before county and outside agencies and the public;  
Assists commissioner and deputy commissioner in developing policy, program and standards, and interpreting law, policy and regulations;  
Implements and enforces applicable professional, federal, state and local goals, policies and standards;  
In the absence of the unit supervisor, supervises units in the division;

**FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Comprehensive knowledge of modern principles and practices of social casework and public welfare administration; thorough knowledge of federal, state and local public welfare laws and programs; good knowledge of the techniques of case recording and of the operation of personal computers. Ability to apply knowledge to the performance of duties, to plan, direct and accept responsibility for the work of others, to prepare clear and accurate records and reports, to establish and maintain productive relationships with people, to accurately understand, interpret and implement agency goals. Good judgment, emotional maturity, resourcefulness, initiative, tact and sensitivity to others.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in a behavioral science and four (4) years experience in social casework or social work, two (2) years of which must have been in a supervisory capacity; **OR**
- B) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in any area other than behavioral sciences and five (5) years experience in social casework or social work, two (2) years of which must have been in a supervisory capacity; **OR**

Last Reviewed: n/a  
Last Updated: 07/31/00  
Reviewed By: n/a  
Last Reallocated: n/a

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- C) An equivalent combination of training and experience as defined by the limits of A) and B) above.

**NOTE:** Part-time employment can be pro-rated to count towards fulltime. Example: six (6) months PT equals three (3) months FT and a higher level of education can be pro-rated for experience up to a year.

**SPECIAL REQUIREMENT:** This class requires extensive travel. Incumbent will be required to possess a valid, appropriate level New York State Motor Vehicle operator's license, or otherwise demonstrate the ability to meet the travel needs of the job.